Brian Sandoval
Governor

Patrick Cates
Director

Peter Long
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Room 101 │ Carson City, Nevada 89701
Phone: (775) 684-0150 │ www.hr.nv.gov │ Fax: (775) 684-0122

CLERICAL TRAINEE

DESCRIPTION: Clerical or related series. The training period, normally six months, allows individuals to enter the workplace and provides agencies an opportunity to assess the aptitude and potential of individuals to perform higher-level work. Duties may include, but are not limited to, training in the following: answering telephone calls and routing non-routine calls to appropriate individuals; typing routine correspondence and other materials; processing mail by opening and distributing to appropriate sections or individuals; checking documents such as applications for completeness; inventorying, categorizing, labeling, coding, batching and filing various materials; operating standard office machines such as personal computers, typewriters, copiers, shredders, calculators and microfiche viewers; and assisting with miscellaneous projects.

EDUCATION & EXPERIENCE: Courses at the high school level and/or relevant work experience.

SALARY & BENEFITS:
GRADE 20-Approx. Annual Salary- $25,139.52 - $35,830.08

Excellent benefits package including health, dental, vision insurance. Public Employees Retirement Plan, three weeks paid vacation, three weeks sick leave, paid holidays and deferred salary opportunity.

TO APPLY: Any interested person may submit either a hard copy application or a copy of their completed NVAPPS applicant profile directly to any agency they are interested in working at. An agency may then review the information and make a hiring decision. Applications will be good for SIX MONTHS.

Please DO NOT submit your application to the Division of Human Resource Management. Contact the Hiring Agency prior to taking your application profile directly to the Agency.

For a list of Agencies and contact information visit http://nv.gov/ , then click on 'Government' on the top of the website to be then directed to 'State Agencies'.